

UNREPRESENTED EMPLOYEES BENEFITS HANDBOOK

REVISED: SEPTEMBER 2005

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MISCELLANEOUS EXEMPT CLASSIFICATIONS

Assistant City Engineer

Assistant City Manager

Assistant Director of Finance

Assistant Information Services Director

Chief Building Official

CIP Manager

City Clerk

City Engineer

Deputy City Clerk

Economic Development Manager

Financial Services Director

Human Resources Director

Information Services Director

Planning & Neigh Services Director

Planning Manager

Public Works Director

Recreation Services Manager

Miscellaneous Exempt Employees

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	16 Days
	5 – 9	21 Days
	10 – 14	26 Days
	15 – 19	31 Days
	20 +	36 Days
Carryover:	Maximum number of hours that can be carried over is 260. Excess accruals are automatically cashed out annually.	
Cash Out:	Employee can elect to cash out up to 80 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.	

SICK LEAVE:

Accruals:	12 work days annually
Cash Out:	Employees <u>hired before July 18, 1999</u> , may elect to cash out a portion of their accrued sick leave each November. Payout shall be in accordance with appropriate pay out formulas. The maximum annual amount shall not exceed 50% of employees sick leave balance. Employees eligible for this benefit shall at all times maintain a sick leave balance of at least 240 hours.
Pay Off:	Employees <u>hired before July 18, 1999</u> , separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula: $2.5\% \times \text{Yrs. of Service} \times \text{highest hourly rate} \times \text{sick leave hours accrued}$.
Family Sick:	Up to 80 hours of sick leave may be used to care for an eligible family member. Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives. Birth/Adoption: Refer to Types of Leave section.

HOLIDAYS:

City Holidays:	January 1 (New Year's Day) Third Monday in January (Observance of Martin Luther King's Birthday) February 12 (President Lincoln's Birthday) Third Monday in February (Observance of President's Day) Last Monday in May (Observance of Memorial Day) July 4 (Independence Day) First Monday in September (Observance of Labor Day) November 11 (Veteran's Day) Thanksgiving Day Day after Thanksgiving Christmas Eve (to be observed last working day prior to Christmas) Christmas Day
Floating Holiday:	Each employee shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

TYPES OF LEAVES:

	<u>All leaves must be approved.</u>
Compassionate:	City will provide up to 40 hours of paid leave in the event of the death of a family member (as defined in Family Sick Leave).
Military:	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.

Miscellaneous Exempt Employees

Jury Duty:	City provides paid time upon jury summons if called to duty.
Unpaid Leave:	Unpaid personal leave is available upon approval of the City Manager.
Worker's Comp:	First 80 hours of lost work time is covered at 100% pay. Next 240 hours at 80% pay.
Birth/Adoption:	Each employee may use 14 days of accrued sick leave (without medical note) for birth or adoption of a child.
Family Medical:	<p>May take up to 12 weeks paid/unpaid family or medical leave within a 24 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.</p> <p>Available leave balances must be exhausted prior to leave without pay.</p> <p>City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA and employee may elect to continue benefits at his/her own expense for up to an additional 18 months.</p>

HEALTH BENEFITS:

Health Plans:	The City provides CalPERS medical insurance. City-paid premium capped at the lowest plan rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.
Health Plan Waiver:	Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.
Dental Insurance:	City provides a self-funded dental plan administered through TLC with graduated benefits based on years of service, including preventative, routine, major, and orthodontia.
Vision Insurance:	The City provides Medical Eye Services for eye examination, lenses, and frames.
Life Insurance:	The City provides \$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.
Short Term Disability:	City provides a plan similar to State Disability Insurance coverage.
Long Term Disability:	After first 60 days, coverage at 60% of base salary up to \$1,500/mo. Additional buy-up available.
Flexible Spending:	Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses and child or elder care expenses.
Employee Assistance:	The City provides 10 visits annually to a confidential employee assistance program.
Medicare:	Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment:	The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.
Eyeglass Reimbursement:	Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan.
Tuition & Training:	City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.
Mileage Reimbursement:	Use of personal vehicle for City business will be reimbursed at the IRS established rate.
Fitness Program:	Employees are offered free access to City-sponsored sports and fitness programs.

Miscellaneous Exempt Employees

RETIREMENT PLANS:

- PERS Retirement:** 2.7% at 55 Retirement Plan including the highest final compensation amendment. (Employee pays 8% contribution rate).
- PERS Enhancements:** Military Service Buy-back (GC 21024)
PERS Credit for Unused Sick Leave (GC 20965)
Death Benefit (GC 21620)
Prior Service Credit (GC 20055)
1959 Survivor's Benefit (GC 21573)
- Deferred Compensation:** City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum.

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

- Sick Leave Credit:** Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.
- Sick Leave Payout:** Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: 2.5% * Yrs. of Service * highest hourly rate * sick leave hours accrued.
- Health Insurance:** Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.
- Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, based on the following schedule:
- | <u>Years of Service</u> | <u>% of Premium</u> |
|-------------------------|---------------------|
| 1 – 9 | 25% |
| 10 – 14 | 50% |
| 15 – 19 | 75% |
| 20 + | 100% |
- Dental Insurance:** Benefits may be continued at the retiree's expense.
- Vision Insurance:** Benefits may be continued at the retiree's expense.
- Spousal/Dependent:** Benefits may be continued at the retiree's expense.

POLICE EXEMPT CLASSIFICATIONS

Police Chief

Police Captain

Police Commander

Police Exempt Employees

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	16 Days
	5 – 9	21 Days
	10 – 14	26 Days
	15 – 19	31 Days
	20 +	36 Days
Carryover:	Maximum number of hours that can be carried over is 336 hours. Excess accruals are automatically cashed out annually.	
Cash Out:	Employee can elect to cash out up to 80 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.	

SICK LEAVE:

Accruals:	12 work days annually
Cash Out:	Employees <u>hired before July 18, 1999</u> , may elect to cash out a portion of their accrued sick leave each November. Payout shall be in accordance with appropriate pay out formulas. The maximum annual amount shall not exceed 50% of employees sick leave balance. Employees eligible for this benefit shall at all times maintain a sick leave balance of at least 240 hours.
Pay Off:	Employees <u>hired before July 18, 1999</u> , separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula: $2.5\% \times \text{Yrs. of Service} \times \text{highest hourly rate} \times \text{sick leave hours accrued}$.
Family Sick:	Up to 80 hours of sick leave may be used to care for an eligible family member. Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives. Birth/Adoption: Refer to Types of Leave section.
City Holidays:	January 1 (New Year's Day) Third Monday in January (Observance of Martin Luther King's Birthday) February 12 (President Lincoln's Birthday) Third Monday in February (Observance of President's Day) Last Monday in May (Observance of Memorial Day) July 4 (Independence Day) First Monday in September (Observance of Labor Day) November 11 (Veteran's Day) Thanksgiving Day Day after Thanksgiving Christmas Eve (to be observed last working day prior to Christmas) Christmas Day
Floating Holiday:	Each employee shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

TYPES OF LEAVES:

	<u>All leaves must be approved.</u>
Compassionate:	City will provide up to 40 hours of paid leave in the event of the death of a family member (as defined in Family Sick Leave).
Military:	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.
Jury Duty:	City provides paid time upon jury summons if called to duty.

Police Exempt Employees

Unpaid Leave:	Unpaid personal leave is available upon approval of the Chief or City Manager.
Worker's Comp:	Per Labor Code 4850 – up to one year paid leave.
Birth/Adoption:	Each employee may use 15 days of accrued sick leave (without medical note) for birth or adoption of a child.
Family Medical:	<p>May take up to 12 weeks paid/unpaid family or medical leave within a 24 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.</p> <p>Available leave balances must be exhausted prior to leave without pay.</p> <p>City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA and employee may elect to continue benefits at his/her own expense for up to an additional 18 months.</p>

HEALTH BENEFITS:

Health Plans:	The City provides CalPERS medical insurance. City-paid premium capped at the lowest plan rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.
Health Plan Waiver:	Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.
Dental Insurance:	City provides Delta Dental.
Vision Insurance:	The City provides Medical Eye Services for eye examination, lenses, and frames.
Life Insurance:	\$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.
Short Term Disability:	Coverage provided through MPOA Trust Fund.
Long Term Disability:	Coverage provided through California Law Enforcement Association (CLEA).
Flexible Spending:	Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses, premiums, and child or elder care expenses.
Employee Assistance:	The City provides 15 visits annually to a confidential employee assistance program.
Medicare:	Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment:	The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.
Eyeglass Reimbursement:	Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan first.
Tuition & Training:	City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.
Mileage Reimbursement:	Use of personal vehicle for City business will be reimbursed at the IRS established rate.
Fitness Program:	Employees are offered free access to City-sponsored sports and fitness programs.
Uniform Allowance:	\$1350 annually to be paid on a bi-weekly basis.
Trust Fund:	City contributes \$50 per month to the MPOA Trust Fund for spousal/dependent coverage and Short Term Disability coverage.

Police Exempt Employees

RETIREMENT PLANS:

- PERS Retirement:** 3% at 50 Retirement Plan including the highest final compensation amendment. (Employee pays 9% contribution rate).
- PERS Enhancements:** Military Service Buy-back (GC 21024)
PERS Credit for Unused Sick Leave (GC 20965)
Death Benefit (GC 21620)
Prior Service Credit (GC 20055)
1959 Survivor's Benefit (GC 21573)
Non-Industrial Disability Plan (GC 21427)
- Deferred Compensation:** City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

- Sick Leave Credit:** Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.
- Sick Leave Payout:** Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: 2.5% * Yrs. of Service * highest hourly rate * sick leave hours accrued.
- Health Insurance:** Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.
- Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, subject to the following provisions:
- | <u>Years of Service</u> | <u>% of Premium</u> |
|-------------------------|---------------------|
| 1 – 9 | 25% |
| 10 – 14 | 50% |
| 15 – 19 | 75% |
| 20 + | 100% |
- Employees hired before January 1, 1996 and retired after July 1, 2003, the City agrees to contribute up to 15% more than the cap on the City's single, medical premium contribution for active employees (hereafter, "retiree cap amount), so long as the retiree is enrolled in an eligible health plan.
- Dental Insurance:** Benefits may be continued at the retiree's expense. (Contact MPOA for details)
- Vision Insurance:** Benefits may be continued at the retiree's expense. (Contact MPOA for details)

Police Exempt Employees

Spousal/Dependent:

City contributes 1% of payroll plus benefits to a Police Command Fund to assist in paying for spousal/dependent medical premiums. If the fund is depleted, then the retiree is responsible for the remaining cost.

Employees hired before January 1, 1996 and retired after July 1, 2003, 100% of the premium is paid out of funds available, for permanent Police Command.

Employees hired on or after January 1, 1996 and retired after July 1, 2003, who have at least 5 years of full-time or equivalent service with the City:

<u>Years of Service</u>	<u>% of Premium</u>
1 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Safety Equipment:

Upon retirement, the city shall give a command officer his/her service weapon and holsters without charge if either (1) the Milpitas Police Chief endorses an identification certificate approving the officer carrying a concealed and loaded firearm or (2) a hearing board determines that, under Penal Code section 12027.1, at the time the officer retired from the Milpitas Police Department, the employee had a right to a certificate permitting the carrying of a concealed and loaded firearm.

FIRE EXEMPT CLASSIFICATIONS

Assistant Fire Chief

Assistant Fire Marshal

Fire Battalion Chief - 40 Hours

Fire Chief

Fire Marshal

Fire Exempt Employees

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	16 Days
	5 – 9	21 Days
	10 – 14	26 Days
	15 – 19	31 Days
	20 +	36 Days
Carryover:	Maximum number of hours that can be carried over is 260 hours. Excess accruals are automatically cashed out annually.	
Cash Out:	Employee can elect to cash out up to 80 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.	

SICK LEAVE:

Accruals:	12 work days annually										
Cash Out:	Each January, an employee with 5 years of service may elect to cash out a portion of their sick leave based on the appropriate Sick Leave Pay-Off formula, with a maximum of 50% of accruals leave a minimum balance of 240 hours.										
Pay Off:	Employees <u>hired after January 1, 1995</u> with 5 years of service, separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula:										
	<table><tr><td><u>Years of Service</u></td><td><u>Pay Off Formula</u></td></tr><tr><td>5 – 9</td><td>0.25%/year * hourly rate * accrued sick leave</td></tr><tr><td>10 – 14</td><td>0.50%/year * hourly rate * accrued sick leave</td></tr><tr><td>15 – 19</td><td>0.75%/year * hourly rate * accrued sick leave</td></tr><tr><td>20 +</td><td>1.00%/year * hourly rate * accrued sick leave</td></tr></table>	<u>Years of Service</u>	<u>Pay Off Formula</u>	5 – 9	0.25%/year * hourly rate * accrued sick leave	10 – 14	0.50%/year * hourly rate * accrued sick leave	15 – 19	0.75%/year * hourly rate * accrued sick leave	20 +	1.00%/year * hourly rate * accrued sick leave
<u>Years of Service</u>	<u>Pay Off Formula</u>										
5 – 9	0.25%/year * hourly rate * accrued sick leave										
10 – 14	0.50%/year * hourly rate * accrued sick leave										
15 – 19	0.75%/year * hourly rate * accrued sick leave										
20 +	1.00%/year * hourly rate * accrued sick leave										

Family Sick: Up to 80 hours of sick leave may be used to care for an eligible family member. Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives.

Birth/Adoption: Refer to Types of Leave section.

City Holidays: January 1 (New Year's Day)
Third Monday in January (Observance of Martin Luther King's Birthday)
February 12 (President Lincoln's Birthday)
Third Monday in February (Observance of President's Day)
Last Monday in May (Observance of Memorial Day)
July 4 (Independence Day)
First Monday in September (Observance of Labor Day)
November 11 (Veteran's Day)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (to be observed last working day prior to Christmas)
Christmas Day

Floating Holiday: Each employee shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

TYPES OF LEAVES:

Compassionate: All leaves must be approved.
City will provide up to 40 hours of paid leave in the event of the death of a family member (as defined in Family Sick Leave).

Fire Exempt Employees

Military:	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.
Jury Duty:	City provides paid time upon jury summons if called to duty.
Unpaid Leave:	Unpaid personal leave is available upon approval of the Chief or City Manager.
Worker's Comp:	Per Labor Code 4850 – up to one year paid leave.
Birth/Adoption:	Each employee may use 14 days of accrued sick leave (without medical note) for birth or adoption of a child.
Family Medical:	<p>May take up to 12 weeks paid/unpaid family or medical leave within a 24 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.</p> <p>Available leave balances must be exhausted prior to leave without pay.</p> <p>City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA and employee may elect to continue benefits at his/her own expense for up to an additional 18 months.</p>

HEALTH BENEFITS:

Health Plans:	The City provides CalPERS medical insurance. City-paid premium capped at the lowest plan rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.
Health Plan Waiver:	Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.
Dental Insurance:	City provides \$150/month per employee to the IAFF Dental Fund.
Vision Insurance:	The City provides Medical Eye Services for eye examination, lenses, and frames.
Life Insurance:	\$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.
Long Term Disability:	Coverage provided through California Association of Professional Firefighters (CAPFF).
Flexible Spending:	Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses, premiums, and child or elder care expenses.
Employee Assistance:	The City provides 15 visits annually to a confidential employee assistance program.
Medicare:	Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment:	The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.
Eyeglass Reimbursement:	Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan first.
Tuition & Training:	City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.
Mileage Reimbursement:	Use of personal vehicle for City business will be reimbursed at the IRS established rate.
Fitness Program:	Employees are offered free access to City-sponsored sports and fitness programs.
Uniform Allowance:	\$846 annually to be paid on a bi-weekly basis and one pair of safety shoes every two years.

Fire Exempt Employees

RETIREMENT PLANS:

- PERS Retirement:** 3% at 50 Retirement Plan including the highest final compensation amendment. (Employee pays 9% contribution rate).
- PERS Enhancements:** Military Service Buy-back (GC 21024)
PERS Credit for Unused Sick Leave (GC 20965)
Death Benefit (GC 21620)
Prior Service Credit (GC 20055)
1959 Survivor's Benefit (GC 21573)
- Deferred Compensation:** City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum.

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

- Sick Leave Credit:** Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 17, 1999 may choose a payout (below) or Credit for Unused Sick Leave.
- Sick Leave Payout:** Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: $2.5\% * \text{Yrs. of Service} * \text{highest hourly rate} * \text{sick leave hours accrued}$.
- Health Insurance:** Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.
- Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, subject to the following provisions:
- | <u>Years of Service</u> | <u>% of Premium</u> |
|-------------------------|---------------------|
| 1 – 9 | 25% |
| 10 – 14 | 50% |
| 15 – 19 | 75% |
| 20 + | 100% |
- Dental Insurance:** Benefits may be continued at the retiree's expense.
- Vision Insurance:** Benefits may be continued at the retiree's expense.
- Spousal/Dependent:** Benefits may be continued at the retiree's expense.

FIRE 56-HOUR CLASSIFICATIONS

Fire Battalion Chief – 56 Hours

Fire 56 Hour Employees

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	5 Shifts
	5 – 9	7 Shifts
	10 – 14	9 Shifts
	15 – 19	10 Shifts
	20 +	12 Shifts
Carryover:	Maximum number of hours that can be carried over is 480 hours. Excess accruals are automatically cashed out annually.	
Cash Out:	Employee can elect to cash out up to 112 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.	

SICK LEAVE:

Accruals:	12 work days annually										
Cash Out:	Each January, an employee with 5 years of service may elect to cash out a portion of their sick leave based on the appropriate Sick Leave Pay-Off formula, with a maximum of 50% of accruals leave a minimum balance of 240 hours.										
Pay Off:	Employees <u>hired after January 1, 1995</u> with 5 years of service, separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula: <table><tr><th><u>Years of Service</u></th><th><u>Pay Off Formula</u></th></tr><tr><td>5 – 9</td><td>0.25%/year * hourly rate * accrued sick leave</td></tr><tr><td>10 – 14</td><td>0.50%/year * hourly rate * accrued sick leave</td></tr><tr><td>15 – 19</td><td>0.75%/year * hourly rate * accrued sick leave</td></tr><tr><td>20 +</td><td>1.00%/year * hourly rate * accrued sick leave</td></tr></table>	<u>Years of Service</u>	<u>Pay Off Formula</u>	5 – 9	0.25%/year * hourly rate * accrued sick leave	10 – 14	0.50%/year * hourly rate * accrued sick leave	15 – 19	0.75%/year * hourly rate * accrued sick leave	20 +	1.00%/year * hourly rate * accrued sick leave
<u>Years of Service</u>	<u>Pay Off Formula</u>										
5 – 9	0.25%/year * hourly rate * accrued sick leave										
10 – 14	0.50%/year * hourly rate * accrued sick leave										
15 – 19	0.75%/year * hourly rate * accrued sick leave										
20 +	1.00%/year * hourly rate * accrued sick leave										
Family Sick:	Up to 80 hours of sick leave may be used to care for an eligible family member. Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives. Birth/Adoption: Refer to Types of Leave section.										

HOLIDAYS:

Holiday-in-Lieu:	Receive 6% of base pay for working holidays.
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TYPES OF LEAVES:

Compassionate:	<u>All leaves must be approved.</u> City will provide up to 56 hours of paid leave in the event of the death of a family member (as defined in Family Sick Leave).
Military:	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.
Jury Duty:	City provides paid time upon jury summons if called to duty.
Unpaid Leave:	Unpaid personal leave is available upon approval of the Chief or City Manager.
Worker's Comp:	Per Labor Code 4850 – up to one year paid leave.
Birth/Adoption:	Each employee may use 112 hours of accrued sick leave (without medical note) for birth or adoption of a child.

Fire 56 Hour Employees

Family Medical:

May take up to 12 weeks paid/unpaid family or medical leave within a 24 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.

Available leave balances must be exhausted prior to leave without pay.

City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA and employee may elect to continue benefits at his/her own expense for up to an additional 18 months.

HEALTH BENEFITS:

Health Plans:

The City provides CalPERS medical insurance. City-paid premium capped at the lowest plan rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.

Health Plan Waiver:

Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.

Dental Insurance:

City provides \$150/month per employee to the IAFF Dental Fund.

Vision Insurance:

The City provides Medical Eye Services for eye examination, lenses, and frames.

Life Insurance:

\$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.

Long Term Disability:

Coverage provided through California Association of Professional Firefighters (CAPFF).

Flexible Spending:

Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses, premiums, and child or elder care expenses.

Employee Assistance:

The City provides 15 visits annually to a confidential employee assistance program.

Medicare:

Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment:

The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.

Eyeglass Reimbursement:

Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan.

Tuition & Training:

City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.

Mileage Reimbursement:

Use of personal vehicle for City business will be reimbursed at the IRS established rate.

Fitness Program:

Employees are offered free access to City-sponsored sports and fitness programs.

Uniform Allowance:

\$780 annually to be paid on a bi-weekly basis and one pair of safety shoes every two years.

RETIREMENT PLANS:

PERS Retirement:

3% at 50 Retirement Plan including the highest final compensation amendment. (Employee pays 9% contribution rate).

Fire 56 Hour Employees

PERS Enhancements: Military Service Buy-back (GC 21024)
PERS Credit for Unused Sick Leave (GC 20965)
Death Benefit (GC 21620)
Prior Service Credit (GC 20055)
1959 Survivor's Benefit (GC 21573)

Deferred Compensation: City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

Sick Leave Credit: Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.

Sick Leave Payout: Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: $2.5\% * \text{Yrs. of Service} * \text{highest hourly rate} * \text{sick leave hours accrued}$.

Health Insurance: Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.

Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, subject to the following provisions:

<u>Years of Service</u>	<u>% of Premium</u>
1 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Dental Insurance: Benefits may be continued at the retiree's expense.

Vision Insurance: Benefits may be continued at the retiree's expense.

Spousal/Dependent: Benefits may be continued at the retiree's expense.